UNITED
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Secretariat

ST/IC/1991/52
10 September 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions and other changes concerning staff in the Professional category and above which were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 April to 30 June 1991. Other staff changes that have taken place during this period will be shown in future issues of this circular.

2. It is worth noting that the present circular contains two separate listings of promotions, transfers and reassignments: one, for staff changes taking place under the Vacancy Management and Staff Redeployment System and one for staff changes taking place under alternative arrangements. The latter include promotions to the Director (D-2) level and above, promotions resulting from the reclassification of encumbered posts, promotions in language posts and promotions from the General Service and related categories to the Professional category. They also include lateral transfers and reassignments.

3. Any necessary corrections to the information contained in this circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office concerned.

/...

**Information in question :**

| | |
|---|---|
| **Page :** | **Name :** |

**Correction (where applicable) :**

| | | |
|---|---|---|
| **Name : (Mr.) (Mrs.) (Miss) (Ms)** | | |
| **Functional Title :** | | |
| **Nationality :** | | **Department :** |
| **Grade :** | **Effective Date :** | |

**Comments :** _____

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**Executive/Administrative Officer**

# PERSONNEL MOVEMENTS

*(April - June 1991)*

## 1. Appointments

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **GIACOMELLI**, Mr GIORGIO | Executive Director | Italy | USG | UNOV |
| **KELKAR**, Mr VIJAY LAXMAN | Director | India | D-2 | UNCTAD |
| **VISLYKH**, Mr VICTOR A | Director | U S S R | D-2 | UNOV |
| **MCNAMARA**, Mr DENNIS R | Dep. Special Rep. of the Sec-Gen | New Zealand | D-1 | Kampch |
| **TITOV**, Mr DIMITRI P | Principal Officer | U S S R | D-1 | SPA |
| **WALLACE**, Miss CYNTHIA | Senior Adviser | U S A | D-1 | ECE |
| **WENGERT**, Mr DAVID A | Deputy Director | U S A | D-1 | AMOPPBF |
| **DOOLEY**, Mr PAUL P | Chief of Section | U S A | P-5 | UNJSPF |
| **GUARDA**, Mr PEDRO | Database Administrator | U S A | P-5 | AM |
| **KARIM**, Mr REZAUL | Chief of Section | Canada | P-5 | ESCAP |
| **KORCHILOV**, Mr IGOR D | Senior Interpreter | U S S R | P-5 | CS |
| **MWALWANDA**, Mr CORNELIUS | Chief of Section | Malawi | P-5 | ECA |
| **NINO FLUCK**, Mr ORLANDO | Chief of Unit | Colombia | P-5 | ECA |
| **BARYOH**, Mrs AUGUSTA | Medical Officer | Sierra Leone | P-4 | ECA |
| **CAMPBELL**, Mr JOHN | Systems Analyst | U S A | P-4 | AM |
| **CHEREPKO**, Mr SERGEY | Recruitment Officer | U S S R | P-4 | TCD |
| **CHILDERLEY**, Mr JONATHAN SCOTT | Accountant | United Kingdom | P-4 | AMOPPBF |
| **DUGONJIC**, Mrs VLASTA | Economic Affairs Officer | Yugoslavia | P-4 | ECE |
| **HILLS**, Mrs JOAN L | Information Officer | U S A | P-4 | DPI |
| **KHAN**, Mr MOHAMMAD A | Environmental Affairs Officer | Pakistan | P-4 | ESCAP |
| **KONDRACHOV**, Mr ANATOLI | Deputy Chief of Section | Ukrainian SSR | P-4 | UNOG |
| **MARSOLLIER**, Ms ELISABETH | Programme Officer | France | P-4 | UNEP |
| **ONUKI**, Mr ISAO | Economic Affairs Officer | Japan | P-4 | UNCTAD |
| **PONNIAH**, Miss WIWALA D | Programme Officer | Singapore | P-4 | UNEP |
| **PREMONT**, Mr DANIEL | Human Rights Officer | France | P-4 | HR |
| **SARKAR**, Mr HIREN | Economic Affairs Officer | India | P-4 | ESCAP |
| **TAKATSU**, Mr TOSHIJI | Economic Affairs Officer | Japan | P-4 | ESCAP |
| **CHALANDON-MASSON**, Mrs CATHERINE | Environmental Affairs Officer | France | P-3 | ECE |
| **COWAN**, Mr PAUL EDWARD | Translator | Canada | P-3 | CS |
| **DAO**, Mr KEMIN | Economic Affairs Officer | China | P-3 | ESCAP |
| **FOURAEVA**, Mrs TATIANA | Chief of Unit | U S S R | P-3 | UNOG |
| **HASHIMOTO**, Mrs HIROKO | Social Affairs Officer | Japan | P-3 | ESCAP |
| **KESSEBOEHMER**, Mr THOMAS | Market Development Officer | Germany | P-3 | UNOV |
| **KOTELNIKOV**, Mr VICTOR A | Political Affairs Officer | U S S R | P-3 | PSCA |
| **LITEWSKI**, Mr CHAIM | Television Producer | Brazil | P-3 | DPI |

# PERSONNEL MOVEMENTS

*(April - June 1991)*

## 1. Appointments *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **MAHAMAT**, Mr ABDOULAHI | Economic Affairs Officer | Cameroon | P-3 | ECA |
| **ROMANOVA**, Mrs TATIANA | Documentation Officer | U S S R | P-3 | UNOG |
| **ZNAMENSKY**, Mr BORIS | Liaison Officer | U S S R | P-3 | UNOV |
| **ARIEL-JOEL**, Mrs YA'ALA | Librarian | Israel | P-2 | UNOG |
| **BARKER**, Mr EDWARD J | Accountant | Australia | P-2 | AMOPPBF |
| **CAMINO MORENO**, Mr JOSE | Proofreader | Spain | P-2 | CS |
| **CHACHINE**, Mr ALEXANDRE | Economic Affairs Officer | U S S R | P-2 | ECE |
| **ERIKSEN**, Mr TOM E | Economic Affairs Officer | Norway | P-2 | ECLAC |
| **GETZINGER**, Miss ANN | Translator | U S A | P-2 | CS |
| **HAYDEN**, Miss INGRID | Accountant | Australia | P-2 | AMOPPBF |
| **KHOURI**, Miss LAMA | Scientific Affairs Officer | Jordan | P-2 | UNCSTD |
| **KINIGER PASSIGLI**, Mr DONATO | Economic Affairs Officer | Italy | P-2 | TCD |
| **KUDRIASHOV**, Mr ROMAN | Translator | U S S R | P-2 | CS |
| **MIYAMURA**, Miss HIROKO | Political Affairs Officer | Japan | P-2 | PSCA |
| **PAWLIK**, Miss REGINA | Compensation Officer | Germany | P-2 | AMOHRM |
| **RADHAKISHUN**, Mrs CHITRAWATI | Legal Officer | Suriname | P-2 | UNCTAD |
| **SANTOS**, Mr CHARLES | Associate Officer | U S A | P-2 | PSCA |
| **VAN BUERLE**, Miss SHARON | Financial Management Officer | Australia | P-2 | AMOPPBF |
| **WICHMAND**, Mr PETER ERIK | Research Officer | Denmark | P-2 | JIU |
| **WUESTER**, Mr JOHANN HERTER HENNING | Economic Affairs Officer | Germany | P-2 | ECE |
| **ISSA**, Mr ADNAN | Human Resources Planning Officer | Djibouti | P-1 | AMOHRM |

## 2. Promotions

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **PANT**, Mr PUSHKAR | Director | Nepal | D-2 | UNCTAD |
| **VENDRELL**, Mr FRANCESC M | Director | Spain | D-2 | ORCI |
| **STEPHANIDES**, Mr JOSEPH | Principal Officer | Cyprus | D-1 | UNCSTD |
| **YOUNES**, Miss NADIA M | Dep to Spokesman to Secretary-General | Egypt | D-1 | DPI |
| **LAUGESEN**, Mrs HANNE | Chief of Unit | Denmark | P-5 | UNEP |
| **MARTINOVIC**, Mr ALEKSANDAR | Senior Officer | Peru | P-5 | EOSG |
| **OLEINIKOV**, Mr SERGUEI | Medical Officer | U S S R | P-5 | AMOHRM |
| **BLAGODATSKIKH**, Mr SERGUEI | Translator | U S S R | P-3 | UNOG |
| **CHENDRIKOV**, Mr ALEXEI | Translator | U S S R | P-3 | UNOG |
| **HOGAN**, Mr BHIMA | Systems Analyst | U S A | P-3 | CS |

## 2. Promotions *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **JIN**, Mr WEI | Translator | China | P-3 | UNOG |
| **KAMAL**, Ms IMAN | Interpreter | Egypt | P-3 | CS |
| **KONG**, Mrs MAY | Finance Officer | U S A | P-3 | AMOPPBF |
| **MEI**, Mr JIANG-ZHONG | Interpreter | China | P-3 | CS |
| **XU**, Mr XUEPING | Translator | China | P-3 | UNOG |
| **ZHANG**, Mrs LIQUN | Verbatim Reporter | China | P-3 | CS |
| **ZHAO**, Mr XINGMIN | Translator | China | P-3 | UNOG |
| **ADAMS**, Mr BERNARD C | Telecommunications Engineer | United Kingdom | P-2 | AMOGS |
| **BAILEY**, Mrs HYACINTH E | Conference Affairs Officer | Jamaica | P-2 | UNOV |
| **CHAO**, Mrs EVELYN | Proofreader | U S A | P-2 | CS |
| **CHIANG**, Ms CHIA-YIN | Economic Affairs Officer | Argentina | P-2 | UNCTAD |
| **MACKAY**, Miss FREDA | Information Officer | United Kingdom | P-2 | DPI |
| **PARDAL**, Mr VIJAY | Conference Affairs Officer | India | P-2 | CS |
| **SESHADRI**, Mr TIRUKODIKAVAL | Social Affairs Officer | India | P-2 | UNOV |
| **BIGGS**, Mr DAVID J | Political Affairs Officer | U S A | P-1 | DDA |
| **BOLGER**, Mr CHRISTOPHER | Economic Affairs Officer | U S A | P-1 | ECLAC |
| **JONES**, Ms KATHRYN | Political Affairs Officer | United Kingdom | P-1 | PSCA |
| **PAUL**, Mr KENRICK | Economic Affairs Officer | Grenada | P-1 | ECLAC |
| **TADESSE TEKLU**, Mr | Librarian | Ethiopia | P-1 | CS |

## 3. Transfers

| Name | Functional Title | Nationality | Grade | Office | |
|---|---|---|---|---|---|
| | | | | From | To |
| **MYINT-U**, Mr TYN | Sr. Trans. Corporatns Affairs Off. | Myanmar | P-5 | ESCAP | CTC |
| **BROOKS**, Mr JAMES T | Systems Analyst | U S A | P-4 | AMOGS | AMOPPBF |
| **CLARKE**, Ms JOAN MARY | Administrative Officer | United Kingdom | P-3 | ESCAP | UNCTAD |

## 4. Under the Vacancy Management and Staff Redeployment System

a. Promotions

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **CORVINGTON**, Mrs MONIQUE | Chief of Service | Haiti | D-1 | CS |
| **DOWNES-THOMAS**, Mr FELIX C | Principal Officer | Gambia | D-1 | SPA |
| **LYDON**, Mr ANTHONY | Chief | United Kingdom | D-1 | UNCTAD |
| **OUMA**, Mr HENRY L | Chief | Kenya | D-1 | PFIMS |

## 4. Under the Vacancy Management and Staff Redeployment System

a. Promotions *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **PARKER**, Mr GEORGE | Chief of Service | U S A | D-1 | DPI |
| **PARTOSOEDARSO**, Mr MOELJONO | Chief of Division | Indonesia | D-1 | ESCAP |
| **PELLETIER**, Mr MICHEL | Senior Officer | France | D-1 | SPA |
| **ROBERTS**, Mr RICHARD | Chief of Branch | Australia | D-1 | IESA |
| **SACA**, Mr DAVID PETER | Chief of Service | Canada | D-1 | UNCTAD |
| **VEGA**, Mrs ANGELA M | Chief of Service | Mexico | D-1 | CS |
| **BENDER**, Mr MARTIN | Chief of Section | U S A | P-5 | AMOGS |
| **BRANFORD**, Mr KESTER | Senior Translator | Trinidad & Tob | P-5 | CS |
| **BUNNEL**, Mr S MARTIN | Chief of Section | Sweden | P-5 | DPI |
| **DIALLO**, Mr ISMAEL A | Director, Information Centre | Niger | P-5 | DDA |
| **GONZALES**, Mr ABRAHAM S | Special Assistant to the A-S-G | Philippines | P-5 | AMOGS |
| **HEIN**, Mr PHILIPPE | Senior Programme Management Officer | Mauritius | P-5 | UNCTAD |
| **KATZ**, Mr STEPHEN R | Senior Legal Officer | U S A | P-5 | OLA |
| **KOLODNY**, Ms SHEILA J | Senior Recruitment and Placement Officer | U S A | P-5 | AMOHRM |
| **LEHMACHER**, Mr HELMUT | Senior Economic Affairs Officer | Germany | P-5 | ECE |
| **MOLINIER**, Ms CECILE A | Special Assistant to the Dir-Gen | France | P-5 | DIEC |
| **PARKER**, Mr STEPHEN A | Chief of Section | Australia | P-5 | UNOG |
| **PERSAUD**, Mr COMPTON | Deputy Chief | Guyana | P-5 | TCD |
| **POLOUEKTOV**, Mr VALERI | Senior Translator | U S S R | P-5 | UNOG |
| **ROJAS**, Mr JAIME | Chief of Section | Colombia | P-5 | AMOGS |
| **RUSSLER**, Mrs DIANA | Security Coordinator | Italy | P-5 | AMOHRM |
| **SANDA-MATUNDU**, Mr TIMOTHEE | Chief of Section | Zaire | P-5 | UNEP |
| **SEKEL**, Mr STEPHEN | Senior Translator | U S A | P-5 | CS |
| **YOSHIDA**, Mr SHUNICHIRO | Senior Political Affairs Officer | Japan | P-5 | PSCA |
| **AJALYAQEEN**, Ms RASHA | Interpreter | Syrian Arab Rp | P-4 | CS |
| **AMIEL**, Mrs GERMAINE | Verbatim Reporter | France | P-4 | CS |
| **BHUTANI**, Mr MOHINDER | Economic Affairs Officer | India | P-4 | TCD |
| **BROOKES**, Mr ANDREW OLIVER | Translator/Precis-Writer | United Kingdom | P-4 | CS |
| **CHAMIE**, Mrs MARY | Statistician | U S A | P-4 | IESA |
| **CHIEN**, Mrs CHIH-YUNG | Chief of Section | China | P-4 | AMOPPBF |
| **DEMIDOV**, Mr VLADIMIR A | Programmer | Ukrainian SSR | P-3 | IESA |
| **FUJINO**, Mr AKIRA | Legal Officer | Japan | P-4 | UNOV |
| **KAMAL**, Mr ASHRAF | Interpreter | Egypt | P-4 | CS |

## PERSONNEL MOVEMENTS
*(April - June 1991)*

### 4. Under the Vacancy Management and Staff Redeployment System
a. Promotions *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **KHADR**, Miss MAGDA H | Interpreter | Egypt | P-4 | CS |
| **KRAML**, Mr JIRI | Disaster Relief Coordination Officer | Czechoslovakia | P-4 | UNDRO |
| **KRISHNAN**, Mr VENKETACHALAM | Finance Officer | India | P-4 | AMOPPBF |
| **KRISTHAYWIN**, Ms CHUSRI | Budget Officer | Thailand | P-4 | ESCAP |
| **LUDVIKSSON**, Mr THEODOR | Auditor | Iceland | P-4 | AMIAD |
| **MICEVIC**, Mr BORISA | Economic Affairs Officer | Yugoslavia | P-4 | UNCTAD |
| **MULLER**, Mr JOACHIM | Budget Officer | Germany | P-4 | UNOV |
| **NICKLISCH**, Mr ANDREAS | Director, Information Centre | Germany | P-4 | DPI |
| **OBEN**, Mr DON HARRIS E | Economic Affairs Officer | Cameroon | P-4 | WFC |
| **ORTHLIEB**, Mr MAXENCE PHILLIPPE | Economic Affairs Officer | France | P-4 | UNCTAD |
| **SABET**, Ms MERRY E | Chief of Section | U S A | P-4 | ESCAP |
| **SANCHEZ-GONZALEZ**, Mrs SARA | Translator | Cuba | P-4 | CS |
| **SILVERA**, Ms SARA GLORIA | Fellowship Officer | U S A | P-4 | TCD |
| **STEFANOV**, Mr OLAF-MICHAEL | Programmer-Analyst | Austria | P-4 | UNOV |
| **ARNABAL**, Mr MIGUEL A | Chief of Unit | Uruguay | P-3 | AMOGS |
| **BOURLOYANNIS**, Miss MARIE-CHRISTIANE | Legal Officer | Greece | P-3 | OLA |
| **GOTTSCHE**, Ms GABRIELE | Law of the Sea Officer | Germany | P-3 | OALOS |
| **GUEVARA**, Mrs ANNABEL | Administrative Officer | Philippines | P-3 | IESA |
| **KEDIR**, Mr ELIAS | Administrative Management Officer | Ethiopia | P-3 | AMOPPBF |
| **MCCULLOUGH**, Mrs ELIZABETH | Editor | Canada | P-3 | UNCTAD |
| **PACHTA**, Mr PAVEL | Social Affairs Officer | Czechoslovakia | P-3 | UNOV |
| **WILLIAMS**, Ms MIGNON P | Finance Officer | Guyana | P-3 | AMOPPBF |
| **WORMUS**, Mr JAY WILLIAM | Personnel Officer | U S A | P-3 | UNOV |
| **ZUPKA**, Mr DUSAN | Disaster Relief Coordination Officer | Czechoslovakia | P-3 | UNDRO |

### 4. Under the Vacancy Management and Staff Redeployment System
b. Reassignments (within the same office)

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **CHAMIE**, Mr JOSEPH | Acting Assistant Director | U S A | P-5 | IESA |
| **HAENSEL**, Mr GERHARD W | Officer-in-Charge | Germany | P-5 | DPI |
| **LEHMANN**, Miss INGRID | Director, Information Centre | Germany | P-5 | DPI |
| **MARULLI-KOENIG**, Mrs LUCIANA | Senior Officer | Italy | P-5 | DIESA |
| **BARTOSCH**, Ms VLADISLAVA | Systems Analyst | Germany | P-4 | AMOGS |

## PERSONNEL MOVEMENTS

*(April - June 1991)*

**4. Under the Vacancy Management and Staff Redeployment System**

b. Reassignments (within the same office) *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **BUNCH**, Mr WILLIAM A | Secretariat Services Officer | U S A | P-4 | OPGS |
| **BUTLER**, Mr WILLIAM O | Chief of Section | U S A | P-4 | TCD |
| **CORNFORD**, Mr ANDREW | Economic Affairs Officer | United Kingdom | P-4 | UNCTAD |
| **FERRARA**, Mrs AMY | Statistician | U S A | P-4 | IESA |
| **GASTAL**, Mr ALFREDO | Economic Affairs Officer | Brazil | P-4 | ECLAC |
| **LUDWIG**, Ms ROBIN | Political Affairs Officer | U S A | P-4 | PSCA |
| **MADAR-SHAHI**, Ms MEHRI | Management Analysis Officer | Iran Islam Rep | P-4 | AMOPPBF |
| **TANG**, Mr BERNARD K Y | Economic Affairs Officer | United Kingdom | P-4 | ESCAP |
| **ABBAS**, Mr MOSTAFA | Interpreter | Egypt | P-3 | CS |
| **ABDEL-AL-METWLI**, Mr NABIL | Interpreter | Egypt | P-3 | CS |
| **DAMMANN**, Mr BURKHARD | Social Affairs Officer | Germany | P-3 | UNOV |
| **DE BARROS**, Mr ALEXANDRE | Secretariat Services Officer | Brazil | P-3 | OPGS |
| **KEHLHOFER**, Mr ROBERT | Social Affairs Officer | U S A | P-3 | UNOV |
| **KURODA**, Mr KAZUHIDE | Disaster Relief Coordination Officer | Japan | P-3 | UNDRO |
| **QIAN**, Ms HAIYAN | Special Assistant to the Exec Director | China | P-3 | UNCSTD |
| **SANGALE**, Mr AYAGA | Auditor | Kenya | P-3 | AMIAD |
| **ZAPATA**, Mr RICARDO | Economic Affairs Officer | Mexico | P-3 | ECLAC |
| **MARTINEZ**, Ms FRANCISCA | Statistician | Philippines | P-2 | ESCAP |
| **OTSUBO**, Mr SHIGERU | Economic Affairs Officer | Japan | P-2 | IESA |
| **STOZEK**, Mr CARLOS | Acting Chief of Section | Brazil | P-2 | ECLAC |

**4. Under the Vacancy Management and Staff Redeployment System**

c. Transfers (between different offices)

| Name | Functional Title | Nationality | Grade | Office | |
|---|---|---|---|---|---|
| | | | | From | To |
| **MCGREGOR**, Mr COLIN S | Chief of Division | New Zealand | D-1 | AMOGS | ESCAP |
| **CHARRIER**, Ms MONIQUE C | Senior Translator | France | P-5 | ESCAP | UNOG |
| **MEHU**, Mr PIERRE | Acting Chief of Service | Haiti | P-5 | DPI | UNOG |
| **KHAN**, Mr AMINUR ROHMAN | Chief of Section | Bangladesh | P-4 | ESCAP | IESA |
| **KLEE**, Mr PAUL | Acting Chief of Unit | U S A | P-4 | DPI | UNOG |
| **SEYMOUR**, Ms JOAN T | Special Assistant | Guyana | P-4 | ORCI | SPQRCDT |
| **VINGO**, Mrs PATRICIA G | Administrative Officer | U S A | P-4 | OLA | DPI |
| **FEDOROFF**, Mrs MICHELE A | Co-ordinator | U S A | P-3 | RegCom | TCD |

# PERSONNEL MOVEMENTS

*(April - June 1991)*

## 4. Under the Vacancy Management and Staff Redeployment System

c. Transfers (between different offices) *(continued)*

| Name | Functional Title | Nationality | Grade | Office | |
|---|---|---|---|---|---|
| | | | | From | To |
| **MURPHY**, Ms MARIA LUISA | Administrative Officer | Philippines | P-3 | SPQRCDT | PSCA |
| **MIRAGLIA**, Ms DORETTA | Procurement Officer | U S A | P-2 | TCD | AMOGS |
| **WAHNSCHAFFT**, Mr RALPH DIETER | Economic Affairs Officer | Germany | P-2 | ESCWA | ESCAP |

## 5. Return from Secondment

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **ISE**, Mrs MOMOYO | Principal Officer | Japan | D-1 | AMOHRM |
| **NAMASHULUA**, Mr MARCOS G | Political Affairs Officer | Mozambique | P-4 | SPQRCDT |
| **ORLANDI**, Mr ALBERTO | Economic Affairs Officer | Italy | P-3 | ECLAC |

## 6. Retirements

| Name | Functional Title | Nationality | Grade | Office | Separation Date |
|---|---|---|---|---|---|
| **DENTE**, Mr GIULIO | Chief of Division | Italy | D-1 | ECE | 31 Mar 91 |
| **HEISEL**, Mr DONALD | Associate Director | U S A | D-1 | IESA | 30 Apr 91 |
| **ABUL NAGA**, Mr EL SAYED | Senior Interpreter | Egypt | P-5 | UNOG | 31 Mar 91 |
| **AHMED**, Mr ANIS UD-DIN | Sr. Administrative Management Officer | Bangladesh | P-5 | AMOPPBF | 30 Apr 91 |
| **ALDRED**, Mr JAMES ALAN | Senior Financial Management Officer | United Kingdom | P-5 | AMOPPBF | 31 Mar 91 |
| **BOYER**, Mrs SOLANGE | Executive Officer | France | P-5 | PSCA | 31 May 91 |
| **ERLANDSSON**, Mr ALF M E | Chief of Section | Sweden | P-5 | AMOGS | 30 Jun 91 |
| **QUINTANA**, Mr CESAR | Senior Interpreter | U S A | P-5 | UNOG | 30 Apr 91 |
| **SEGUILLON**, Mr FRANCOIS | Chief of Unit | Canada | P-5 | UNOG | 30 Apr 91 |
| **HEALEY**, Mr GEORGE | Chief of Group | United Kingdom | P-4 | CS | 31 Mar 91 |
| **LAMARCHE**, Mr CHARLES-RENE | Translator | France | P-4 | ESCAP | 30 Apr 91 |
| **SAENZ**, Mr JOSE MARIA | Translator | Spain | P-4 | CS | 31 May 91 |
| **SANTILLANA**, Mr ANGEL | Chief of Section | Peru | P-4 | CS | 31 May 91 |
| **SCHMID-CARDUNER**, Mrs M-P | Translator | France | P-4 | CS | 30 Jun 91 |
| **SHERIF**, Mr MOHAMED S | Translator | Egypt | P-4 | CS | 31 May 91 |
| **WALTERS**, Mr STANLEY J | Economic Affairs Officer | Sierra Leone | P-4 | ECA | 31 Mar 91 |
| **DE CARDENAS COELLO**, Mr LEON | Proofreader/Copy Preparer | Uruguay | P-3 | UNOG | 30 Apr 91 |
| **ISAACS**, Ms LAUREL | Documentation Officer | U S A | P-3 | IESA | 31 Mar 91 |

## 7. Other Separations

| Name | Functional Title | Nationality | Grade | Office | Separation Date |
|---|---|---|---|---|---|
| **DI GENNARO**, Mr GIUSEPPE | Executive Director | Italy | ASG | UNOV | 28 Feb 91 |
| **MANOS**, Mr ALDO G | Director | Italy | D-2 | UNEP | 31 May 91 |
| **MISHARIN**, Mr VLADISLAV N | Director | U S S R | D-2 | SPA | 30 Apr 91 |
| **TCHOUTA MOUSSA**, Mr MBATKAM | Deputy Executive Secretary | Cameroon | D-2 | ECA | 30 Apr 91 |
| **ABDALLA**, Mr ABDULLAHI HAMID | Senior Human Settlements Officer | Sudan | P-5 | ESCWA | 31 Jan 91 |
| **DE GARA**, Mr JOHN | Senior Programme Officer | U S A | P-5 | AMOPPBF | 28 Feb 91 |
| **KOUROTCHKINE**, Mr NIKOLAI | Senior Economic Affairs Officer | U S S R | P-5 | ECE | 17 Apr 91 |
| **MUNOZ**, Mr ERNESTO | Deputy Chief of Section | Spain | P-5 | UNOG | 16 Apr 91 |
| **PUGLIESE**, Ms ROSEMARY | Senior Translator | France | P-5 | CS | 14 Jun 91 |
| **SCHONFELD**, Mr GUNTER | Senior Legal Officer | Germany | P-5 | OLA | 02 Jun 91 |
| **ALKAITIS**, Ms LORAINE | Political Affairs Officer | U S A | P-4 | PSCA | 15 Mar 91 |
| **FERRO**, Mr VICTOR F | Translator | Spain | P-4 | CS | 31 Mar 90 |
| **FRERE**, Ms ROZENN | Translator | France | P-4 | CS | 28 Mar 91 |
| **IMAM**, Mr ZAIM AREF | Translator | U S A | P-4 | CS | 31 Mar 91 |
| **KREMER**, Mr HENRI J | Reviser | France | P-4 | UNOG | 07 May 91 |
| **MCINTOSH**, Mr TOGA G | Economic Affairs Officer | Liberia | P-4 | ECA | 31 Aug 90 |
| **NAKAMURA**, Mr KYOICHI | Officer-in-Charge | Japan | P-4 | DPI | 31 Jan 91 |
| **OUSSAKOV**, Mr IGOR N | Translator | U S S R | P-4 | CS | 26 Aug 90 |
| **WOZNIESIENSKI**, Miss MICHELINE | Translator | France | P-4 | UNOV | 28 Dec 90 |
| **ZECCOLA**, Mr RICHARD J | Translator | U S A | P-4 | UNOV | 31 Dec 90 |
| **DRIAT**, Mrs JOELLE R | Copy Preparer | France | P-3 | CS | 30 Apr 91 |
| **EDWARDS**, Miss CHRISTINA | Interpreter | United Kingdom | P-3 | ESCAP | 24 Apr 91 |
| **GAVIRIA**, Mr FERNANDO | Chief of Unit | Colombia | P-3 | AMOGS | 15 May 91 |
| **GHAI**, Mrs NEELA | Human Rights Officer | Kenya | P-3 | HR | 31 Mar 91 |
| **KITAMOTO**, Mr MASAYUKI | Human Settlements Officer | Japan | P-3 | UNCHS | 30 Apr 91 |
| **KOZLOV**, Mr ALEXANDR A | Translator | U S S R | P-3 | CS | 12 May 90 |
| **KREMENETSKAYA**, Ms NATALIA | Librarian | U S S R | P-3 | CS | 31 May 91 |
| **LEONOVA**, Ms NATALIA | Verbatim Reporter | U S S R | P-3 | CS | 30 Apr 91 |
| **MIKHINE**, Mr VASILIY | Translator | U S S R | P-3 | CS | 31 Dec 89 |
| **NEIL**, Mrs JOAN | Economic Affairs Officer | Saint Vincent | P-3 | ECLAC | 28 Feb 91 |
| **SHAPIRO**, Ms HEATHER M | Copy Preparer | U S A | P-3 | CS | 30 Jun 91 |
| **TERAZAKI**, Mr NAOMICHI | Legal Officer | Japan | P-3 | UNCTAD | 15 Mar 91 |
| **VAN DER WERFF**, Mr SIETSE | Programme Management Officer | Netherlands | P-3 | UNCHS | 31 Dec 90 |

## 7. Other Separations *(continued)*

| Name | Functional Title | Nationality | Grade | Office |
|---|---|---|---|---|
| **ZOUBKOVA**, Mrs GALINA | Chief of Unit | U S S R | P-3 | UNOG |
| **ZOUBREV**, Mr VLADIMIR | Translator | U S S R | P-3 | CS |
| **BISENIUS**, Mrs CHRISTIANE | Law of the Sea Officer | Luxembourg | P-2 | OALOS |
| **FUJIKAWA**, Mr KIYOSHI | Programme Officer | Japan | P-2 | IESA |
| **KRISTIANSEN**, Mr SOREN | Statistician | Germany | P-2 | ECA |
| **NIENHUYS**, Mrs DOREEN J | Administrative Officer | U S A | P-2 | UNCHS |
| **PANOV**, Mr KONSTANTIN E | Economic Affairs Officer | U S S R | P-2 | ECA |

## PERSONNEL MOVEMENTS

*(April - June 1991)*

**8. The Assistant Secretary-General for Human Resources regrets to announce the deaths of the following staff:**

| | | | | | |
|---|---|---|---|---|---|
| **NOOR**, Mr IBRAHIM H | Secretary of the Committee | Somalia | D-1 | PSCA | 02 Jun 1933<br>03 Jun 1991 |
| **BUFF**, Mrs MARGOT | Senior Reviser | France | P-5 | CS | 18 Apr 1933<br>30 Jun 1991 |
| **GUILLEN**, Mr PEDRO | Chief of Unit | Mexico | P-4 | DPI | 14 Apr 1944<br>08 May 1991 |
| **MITOMI**, Mr YOSUKE | Senior Presentation Officer | Japan | P-4 | CS | 15 Apr 1941<br>27 Mar 1991 |
| **CARRANZA**, Mr ERNESTO | Economic Affairs Officer | Mexico | P-3 | ECLAC | 15 Feb 1941<br>22 Jun 1991 |
| **MORANCHEL**, Mrs MARIA DEL C. | Auditor | U S A | P-3 | AMIAD | 11 May 1936<br>21 Feb 1991 |

UNITED NATIONS

ST

Secretariat

ST/IC/1991/53
12 September 1991

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for General Services

Subject: FIRST DAY OF ISSUE: "40TH ANNIVERSARY OF THE UNITED NATIONS POSTAL ADMINISTRATION" STAMPS

1. On Thursday, 24 October 1991, the United Nations Postal Administration (UNPA) will celebrate 40 years of unique postal service. To commemorate the anniversary, a set of six stamps (pictured below) will be issued. Rocco J. Callari, a UNPA staff member, has designed the new stamps, which will reproduce, in a "stamp-on-stamp" format, stamps from the first 1951 issues.

1¢ definitive designed by O. C. Meronti, United Kingdom

15¢ definitive designed by Ole Hamann, Denmark

20¢ definitive designed by Hubert Woyty-Wimmer, United Kingdom

2¢ definitive designed by J. F. Doeve, Netherlands

50¢ definitive designed by Leon Helguera, Mexico

5¢ definitive designed by S. L. Hartz, Netherlands

2. The stamps will be printed by the House of Questa (United Kingdom) using an offset lithography process.

| Denomination | Quantity |
|---|---|
| 30 cents | 800 000 |
| 40 cents | 800 000 |
| F.s. 0,50 | 800 000 |
| F.s. 1,60 | 800 000 |
| S 5 | 1 000 000 |
| S 8 | 1 000 000 |
| Size: | 34.06 mm x 40.64 mm |
| Perforation: | 14 |

(United States equivalents - F.s. 0,50: 36¢; F.s. 1,60: $1.16; S 5: 45¢; S 8: 72¢ - subject to exchange rate fluctuations.)

These commemorative stamps are issued in sheets of 25 stamps.

3. In celebration of the anniversary, UNPA is sponsoring with the American Philatelic Society a joint philatelic exhibition to be known as UN STAMP EXPO '91, which will be held at State College, Pennsylvania, on 24 and 25 October 1991. First day of issue cancellation of the United States-denominated stamps will be available at State College, Pennsylvania as well as at United Nations Headquarters.

4. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva, Vienna and State College first day covers on the UNPA official first day cachet ONLY.

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5. On 24 October 1991, UNPA will issue its second set of three Maximum Cards. The three designs (one for each of the three offices) will relate to the common theme of the UNPA anniversary and to the stamps being issued in a "stamp-on-stamp" format. The lower denomination anniversary stamps will be affixed and cancelled first day of issue relevant to the respective offices. The card designed for the New York office, with the 30¢ stamp affixed, will also be available cancelled first day of issue, State College, Pennsylvania.

6. The anniversary Maximum Card cancelled United Nations/New York will sell for 60¢. The cancelled United Nations/Geneva and cancelled United Nations/Vienna are priced at 69¢ and 78¢ respectively, but are subject to exchange rate fluctuations. These Maximum Cards will be available only until 24 January 1992.

7. Members of delegations and the staff may obtain the new stamps, first day cancellations and Maximum Cards on Thursday, 24 October, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building, from 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby, from 9 a.m. to 4 p.m.

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UNITED
NATIONS

ST

Secretariat

ST/IC/1991/54
25 September 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. As indicated in paragraph 13 of information circular ST/IC/1990/48 of 12 July 1990, following the comprehensive survey of best prevailing conditions of service for staff in the General Service and related categories at Headquarters conducted in 1989, the International Civil Service Commission (ICSC) recommended, and the Secretary-General approved, a revised procedure for effecting interim adjustments of the salary scales between comprehensive surveys. Under this procedure, the net salaries of staff in the General Service and related categories at Headquarters are adjusted by 100 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of August 1991 reflects a 3.9 per cent movement over the August 1990 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Security Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 3.9 per cent, with effect from 1 September 1991.

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* Personnel Manual index No. 3120.

3. Pursuant to the procedure approved by ICSC at its fifteenth session, which is described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories at Headquarters is hereby revised from $1,056 to $1,104 net per year, with effect from 1 September 1991. The latter amount represents 3 per cent of the average of the lowest and highest net salaries under the New York salary scale (G-1, step I, and S-7, step IX).

4. The amounts of the dependent spouse allowance, of the allowance for the first dependent child of a single, widowed or divorced staff member and of the secondary dependant's allowance and langugage allowance remain unchanged.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of September 1991 payroll.

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Annex

SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, SECURITY SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS

A. Salary scale for staff in the General Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

| | Steps | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Level | I | II | III | IV | V | VI | VII | VIII | IX | X | XI |
| G-7 (Gross) | 44 497 | 46 398 | 48 347 | 50 295 | 52 244 | 54 192 | 56 141 | 58 089 | 60 038 | 61 986 | 63 934* |
| (Net) | 32 768 | 34 015 | 35 262 | 36 509 | 37 756 | 39 003 | 40 250 | 41 497 | 42 744 | 43 991 | 45 238 |
| G-6 | 39 798 | 41 505 | 43 211 | 44 917 | 46 642 | 48 402 | 50 161 | 51 920 | 53 680 | 55 439 | 57 198* |
| | 29 667 | 30 793 | 31 919 | 33 045 | 34 171 | 35 297 | 36 423 | 37 549 | 38 675 | 39 801 | 40 927 |
| G-5 | 35 582 | 37 082 | 38 600 | 40 145 | 41 691 | 43 236 | 44 782 | 46 338 | 47 931 | 49 525 | 51 119* |
| | 26 836 | 27 856 | 28 876 | 29 896 | 30 916 | 31 936 | 32 956 | 33 976 | 34 996 | 36 016 | 37 036 |
| G-4 | 31 849 | 33 200 | 34 556 | 35 912 | 37 268 | 38 642 | 40 039 | 41 436 | 42 833 | 44 230 | 45 627* |
| | 24 294 | 25 216 | 26 138 | 27 060 | 27 982 | 28 904 | 29 826 | 30 748 | 31 670 | 32 592 | 33 514 |
| G-3 | 28 539 | 29 734 | 30 930 | 32 129 | 33 360 | 34 591 | 35 822 | 37 053 | 38 292 | 39 561 | 40 829* |
| | 21 977 | 22 814 | 23 651 | 24 488 | 25 325 | 26 162 | 26 999 | 27 836 | 28 673 | 29 510 | 30 347 |
| G-2 | 25 578 | 26 646 | 27 726 | 28 806 | 29 886 | 30 966 | 32 047 | 33 159 | 34 271 | 35 382* | |
| | 19 896 | 20 652 | 21 408 | 22 164 | 22 920 | 23 676 | 24 432 | 25 188 | 25 944 | 26 700 | |
| G-1 | 22 947 | 23 897 | 24 847 | 25 797 | 26 769 | 27 746 | 28 723 | 29 700 | 30 677* | | |
| | 18 002 | 18 686 | 19 370 | 20 054 | 20 738 | 21 422 | 22 106 | 22 790 | 23 474 | | |

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child<br>Except for first dependent child of a single, widowed or divorced staff member | 1 104<br>2 234 |
| Secondary dependant | 898 |

Language allowance (to be included in pensionable remuneration):

| | $ (Per annum) |
|---|---|
| First additional language | 1 164 net |
| Second additional language | 582 net |

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

/...

B. Salary scale for staff in the Security Service category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

| Level | Steps | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | I | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII | XIII |
| S-7 (Gross) | 60 388 | 62 803 | 65 219 | 67 634 | 70 050 | 72 466 | 74 881 | 77 297 | 79 713* | | | | |
| (Net) | 42 968 | 44 514 | 46 060 | 47 606 | 49 152 | 50 698 | 52 244 | 53 790 | 55 336 | | | | |
| S-6 | 55 797 | 58 048 | 60 300 | 62 552 | 64 803 | 67 055 | 69 306 | 71 558 | 73 809* | | | | |
| | 40 030 | 41 471 | 42 912 | 44 353 | 45 794 | 47 235 | 48 676 | 50 117 | 51 558 | | | | |
| S-5 | 51 192 | 53 281 | 55 370 | 57 459 | 59 548 | 61 638 | 63 727 | 65 816 | 67 905* | | | | |
| | 37 083 | 38 420 | 39 757 | 41 094 | 42 431 | 43 768 | 45 105 | 46 442 | 47 779 | | | | |
| S-4 | 46 506 | 48 423 | 50 341 | 52 258 | 54 175 | 56 092 | 58 009 | 59 927 | 61 844* | | | | |
| | 34 084 | 35 311 | 36 538 | 37 765 | 38 992 | 40 219 | 41 446 | 42 673 | 43 900 | | | | |
| S-3 | 43 362 | 44 820 | 46 286 | 47 789 | 49 292 | 50 795 | 52 298 | 53 802 | 55 305 | 56 808 | 58 311* | | |
| | 32 019 | 32 981 | 33 943 | 34 905 | 35 867 | 36 829 | 37 791 | 38 753 | 39 715 | 40 677 | 41 639 | | |
| S-2 | 38 802 | 40 121 | 41 441 | 42 761 | 44 080 | 45 400 | 46 742 | 48 103 | 49 464 | 50 825 | 52 186 | 53 547 | 54 908* |
| | 29 009 | 29 880 | 30 751 | 31 622 | 32 493 | 33 364 | 34 235 | 35 106 | 35 977 | 36 848 | 37 719 | 38 590 | 39 461 |
| S-1 | 34 354 | 35 500* | | | | | | | | | | | |
| | 26 001 | 26 780 | | | | | | | | | | | |

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 1 104 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance (to be included in pensionable remuneration):

| | $ (Per annum) |
|---|---|
| First additional language | 1 164 net |
| Second additional language | 582 net |

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3, step XIII at level S-2 and step II at level 1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

C. Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

| Level | Steps | | | | | | |
|---|---|---|---|---|---|---|---|
| | I | II | III | IV | V | VI | VII* |
| T-8 (Gross) | 55 759 | 57 761 | 59 763 | 61 764 | 63 766 | 65 767 | 67 769 |
| (Net) | 40 006 | 41 287 | 42 568 | 43 849 | 45 130 | 46 411 | 47 692 |
| T-7 | 52 159 | 54 045 | 55 931 | 57 817 | 59 703 | 61 589 | 63 475 |
| | 37 702 | 38 909 | 40 116 | 41 323 | 42 530 | 43 737 | 44 944 |
| T-6 | 48 552 | 50 322 | 52 092 | 53 863 | 55 633 | 57 403 | 59 173 |
| | 35 393 | 36 526 | 37 659 | 38 792 | 39 925 | 41 058 | 42 191 |
| T-5 | 44 982 | 46 606 | 48 263 | 49 919 | 51 575 | 53 231 | 54 888 |
| | 33 088 | 34 148 | 35 208 | 36 268 | 37 328 | 38 388 | 39 448 |
| T-4 | 41 497 | 42 988 | 44 479 | 45 970 | 47 506 | 49 044 | 50 581 |
| | 30 788 | 31 772 | 32 756 | 33 740 | 34 724 | 35 708 | 36 692 |
| T-3 | 38 008 | 39 388 | 40 768 | 42 148 | 43 529 | 44 909 | 46 298 |
| | 28 485 | 29 396 | 30 307 | 31 218 | 32 129 | 33 040 | 33 951 |
| T-2 | 34 621 | 35 851 | 37 082 | 38 323 | 39 591 | 40 859 | 42 127 |
| | 26 182 | 27 019 | 27 856 | 28 693 | 29 530 | 30 367 | 31 204 |
| T-1 | 31 243 | 32 346 | 33 471 | 34 596 | 35 721 | 36 846 | 37 971 |
| | 23 870 | 24 635 | 25 400 | 26 165 | 26 930 | 27 695 | 28 460 |

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 1 104 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance (to be included in pensionable remuneration):

| | $ (Per annum) |
|---|---|
| First additional language | 1 164 net |
| Second additional language | 582 net |

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

/...

D. Salary scales for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

| Level | | Steps I | II | III | IV | V |
|---|---|---|---|---|---|---|
| Public information assistant I | (Gross) | 31 041 | 32 432 | | | |
| | (Net) | 23 729 | 24 694 | | | |
| Public information assistant II and tour coordinator | | 33 984 | 35 535 | 37 087 | 38 658 | 40 256 |
| | | 25 749 | 26 804 | 27 859 | 28 914 | 29 969 |
| Tour coordinator/supervisor and briefing assistant a/ | | 38 879 | 40 953 | 43 027 | 45 102 | 47 213 |
| | | 29 060 | 30 429 | 31 798 | 33 167 | 34 536 |

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

| | |
|---|---|
| Public information assistant I | 6 months |
| Public information assistant II | 12 months |

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 1 104 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance: Not entitled.

a/ Includes briefing assistant as at 1 September 1991.

E. Salary scale for staff in the Language Teacher category at Headquarters showing annual gross and net after application of staff assessment

(In United States dollars)

Effective 1 September 1991

| | Steps | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Level | I | II | III | IV | V | VI | VII | VIII | IX | X | XI* |
| Language teacher (Gross) | 46 434 | 48 350 | 50 266 | 52 181 | 54 097 | 56 013 | 57 928 | 59 844 | 61 759 | 63 675 | 65 591 |
| (Net) | 34 038 | 35 264 | 36 490 | 37 716 | 38 942 | 40 168 | 41 394 | 42 620 | 43 846 | 45 072 | 46 298 |

Increments: Salary increments within the levels are awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with full pay.

Allowances:

Dependency allowances:

| | $ (Per annum) |
|---|---|
| Dependent spouse | 2 234 |
| Dependent child | 1 104 |
| Except for first dependent child of a single, widowed or divorced staff member | 2 234 |
| Secondary dependant | 898 |

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

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UNITED
NATIONS

ST

Secretariat

ST/IC/1991/55
25 September 1991

INFORMATION CIRCULAR

To: Staff members in the Professional category (P-1 to D-1 levels only) at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: SURVEY OF HOUSING AND DOMESTIC SERVICE FOR CALCULATION OF POST ADJUSTMENT

1. A survey of housing and domestic service for New York will be conducted by the International Civil Service Commission (ICSC) as part of its normal operation to obtain statistical data for evaluating the post adjustment for New York.

2. The Commission has now decided that the evaluation process should be modified to use housing data obtained from external sources instead of data obtained from United Nations staff. Although it is expected that the external data will be available during the current year, it is still necessary to collect data from the staff so as to maintain, without interruption, the linkage between the previous data from staff and the current data. In other words, before discontinuing the use of data from the staff and utilizing external data fully, external data for at least two different periods will be needed.

3. It is also necessary to monitor further the movements of both time series, namely, that based on data from the staff and that on data from external sources.

4. Each staff member surveyed is accordingly requested to furnish data on his or her dwelling and the costs for domestic service by completing the questionnaire that will be distributed by the Executive Office. The reference month of the survey is October 1991.

5. All staff members at the P-1 to D-1 levels stationed in New York who hold either a permanent, probationary or fixed-term appointment of six months or more are requested to complete the questionnaire. It should be noted that there is an additional page with the questionnaire. The basic information requested will permit the implementation of the new methodology approved by ICSC and will facilitate the transition to data collection from external sources.

6. All information provided will be treated as strictly confidential. To protect their privacy, staff members are not required to indicate their name on the questionnaire, which will be identified by a schedule number established for control purposes only.

7. Since the form is quite brief, it is hoped that it will be completed within a few days. The completed questionnaire should be returned to the executive office concerned in a SEALED envelope, marked "CONFIDENTIAL", by 18 October 1991. Any questions can be referred to the Cost-of-Living Division, ICSC, at extension 2089 or 4485.

8. It is in each staff member's own interest to fill in the questionnaire as completely and accurately as possible to ensure the accuracy of the New York data. It should be borne in mind that New York is the base of the entire post adjustment system and that the information provided will affect the post adjustment classification not only at Headquarters but at all other locations as well.

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UNITED
NATIONS

ST

Secretariat

ST/IC/1991/56
3 October 1991

INFORMATION CIRCULAR

To: Members of the Staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1992 COMPETITIVE EXAMINATION FOR SPANISH INTERPRETERS

1. A competitive examination for Spanish interpreters will be held in February 1992 in New York, Madrid, Geneva and other locations according to the number and location of qualified candidates convoked for the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish interpreters will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination. Staff members who are successful in the examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Spanish Interpretation Section, Interpretation and Meetings Division, Department of Conference Services of the United Nations Secretariat in New York. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe and Latin America according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language; 1/

(b) Have a perfect command of Spanish and an excellent knowledge of English and French. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction, or hold a university degree from a recognized school of interpretation;

(d) Have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into Spanish from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Interpretation into Spanish from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 8 to 10 weeks after the examination. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty

station, and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as Spanish interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 2 December 1991, to:

Competitive Examination for Spanish Interpreters
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, NY 10017

12. Staff members from offices away from Headquarters should submit their applications directly to the Recruitment and Placement Division through the chief administrative officer or director of administration of their respective duty stations before 2 December 1991, the deadline for receipt of applications in the Recruitment and Placement Division.

## Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

/...

APPLICATION

1992 COMPETITIVE EXAMINATION FOR SPANISH INTERPRETERS 1/

INDEX NO. 2/ / / / / / /

LAST NAME / / / / / / / / / / / / / / / / Category / / / Level / / /

FIRST NAME / / / / / / / / / / / / / / / / Sex: Male / / Female / /

Date of entry on duty: Month / / / Year 19 / / /

Type of contract: _____ Expiration date: _____

Department/Office 3/ _____ Duty station: _____

Room No. _____ Extension _____

Have you taken this examination before? Yes / / in 19 / / / No / /

Have you taken another United Nations competitive examination? Yes / / in 19 / / / No / /

If yes, which examination(s)_____

What is your main language? 4/ / / / / / / / / / / / / / / / / / / / /

A. Knowledge of other languages 5/ Courses taken at:

| Language(s) | United Nations language programme (indicate highest level and date) | Other institution (name and location) |
|---|---|---|
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B. Indicate your ability in each of the languages mentioned above

| Language | Read | | Understand | | Speak | | Write | |
|---|---|---|---|---|---|---|---|---|
| | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily |
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C. University degree or equivalent or post-secondary educational qualifications 6/

| Name of institution Place and country | Language of instruction | Attended from/to month/year month/year | Degree 6/ or equivalent | Main field of study |
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D. Secondary school qualifications

| Name of institution Place and country | Language of instruction | Attended from/to month/year month/year | Certificate or equiv. 6/ | Main field of study |
|---|---|---|---|---|
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E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1991/56 and I understand that, if I am successful in the competitive examination for Spanish interpreters and recommended for inclusion in the roster, my assignment as an Spanish interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

/...

## Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DIESA, OGS, CSTD, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1991/56.

6/ Give exact name and title in original language. Do not translate or equate.

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UNITED
NATIONS

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Secretariat

ST/IC/1991/57
14 October 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SERVICE CALLS FOR OFFICE EQUIPMENT

1. Effective immediately, all requests to provide service on office equipment maintained by the Office Automation Section of the Electronic Services Division, Office of General Services, Department of Administration and Management, should be directed to the office automation hotline on extension 3.3157. This includes requests for service on typewriters, calculators, personal computers, printers, microcomputers and local area networks (LANs) for areas of the Organization where the Office Automation Section maintains service agreements on behalf of end users. Users of personal computers in the Department of Conference Services should continue to call that department's hotline on extension 3.0225.

2. Please note that extensions 3.0652 (Office machine repairs) and 3.7280 (Typewriter repair) should no longer be used. The use of the office automation hotline for all service requests will enable the Office Automation Section to track and follow up all service calls through its automated tracking system. The cooperation of staff members in using the new service number (ext. 3.3157) is appreciated.

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